

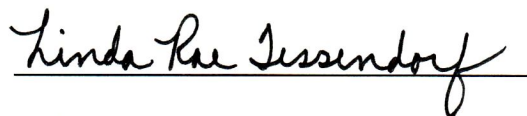
- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Tuesday, June 27, 2017 at the St Marys Headquarters Library.
- **CALL TO ORDER:** Chairman Pam Bales called the meeting to order at 4:40 p.m. Linda Tessendorf was Secretary. Paulette Simecka was Treasurer. Others present were board members: Sandie Jensen, Deb McClain-Williams; Pat Weixelman, Pottawatomie County Commissioner; Elizabeth Tschetter, Assistant Director; and Judith Cremer, Director.
- **ADOPTION OF THE MEETING AGENDA:** Paulette Simecka moved that the agenda be adopted as presented. Deb McClain-Williams seconded the motion and the motion carried.
- **APPROVAL OR CORRECTIONS OF MINUTES OF THE MAY 31, 2017 MEETING:** Deb McClain-Williams moved that the minutes be approved as corrected. Sandie Jensen seconded the motion and the motion carried.
- **CORRESPONDENCE AND COMMUNICATION:** None
- **REPORT OF TREASURER:** Paulette Simecka, Board Treasurer, reported the Library received ad valorem funds in June amounting to \$37,778.87 from Wabaunsee County. Of that amount, \$33,853.21 was allocated to the General Fund and \$3,925.66 was allocated to the Employee Benefits Fund. The Library also received ad valorem funds amounting to \$185,000 from Pottawatomie County. Of that amount, \$167,000 was allocated to the General Fund and \$18,000 was allocated to the Employee Benefits Fund.
- **APPROVAL OF BILLS:** After discussion, Sandie Jensen moved that the Board approve and pay the bills as presented. Paulette Simecka seconded the motion and the motion carried.
- **REPORT OF DIRECTOR:**
- **STAFFING:** PWRL's new Processing Clerk, Regina, is doing well. Judith was able to train with her during the first part of June and other staff members have worked with her to fill in any gaps.
- Ivy, the Onaga Branch Librarian, has submitted her resignation. She has worked in her position at Onaga since September of 2009. Ivy will be moving to Oregon and her last day at the Library is July 5. At this time, Judith has received five applications from potential candidates. Sallie Force, the Assistant Librarian at Onaga and Substitute Librarian at Westmoreland, is also interested in the Branch Librarian position. Judith will begin interviewing candidates tomorrow, June 28th.
- Judith told the Board that she has an opportunity to attend a Creative Boot Camp. The workshop is being offered by the Kansas State Historical Society and Kansas Humanities Council and was recently advertised on the statewide library e-mail list. The workshop will be held October 2nd-3rd in Topeka. The registration cost of \$150 will come from the regular dues and fee line in the 2017 budget.
- **UNFINISHED BUSINESS:**
- **BUILD A BETTER WORLD – 2017 SUMMER READING PROGRAM:**
- As of June 23, 2017, PWRL's summer food program, in partnership with Catholic Charities, had served 2,041 lunches in 7 locations. The Westmoreland summer food program, though also sponsored by Catholic Charities, is managed by an independent third party.
- The total attendance at special programs reported by PWRL locations totals 4,782 participants.
- Staff at each location has been encouraged to capture photos of participants at both programs and lunches that we can use later to share our story.
- The library staff throughout the system has been shifting from what may be their regular locations and/or duties to meet the needs of the summer programming.

- **ESKRIDGE BRANCH LIBRARY – LEASE:** On June 2nd, Judith sent a letter to Brian Johnston, the owner of the building currently housing PWRL's Eskridge Branch Library, regarding the library board's need for a signed copy of the original lease and a written notification of sale of the building. At this time, Judith has not received any response from Mr. Johnston.
- **WESTMORELAND MINI LIBRARY:** On June 2, Judith mailed to the Westmoreland City Council via Westmoreland City Clerk, Vicky Zentner, a formal letter in response to the City's May 15th proposal letter. A copy of the patron attendance statistics for Westmoreland and the Summer Reading Program schedule were also enclosed. A copy of the letter was also hand-delivered to Vicky Zentner on the following Monday by PWRL's Mini Librarian, Wendi Rogers.
- On June 22, Judith e-mailed Ms. Zentner, Westmoreland City Clerk, a copy of the unapproved board meeting minutes for the meeting held on May 31, 2017. Judith requested in the text of the email that the Clerk remind the Westmoreland City Council that the PWRL Board 2018 Budget meeting would be held on Tuesday, June 27th at 4:30. She further asked that if Council members had anything further they wished to add to the discussion about changes to the service hours at the PWRL Westmoreland Mini Library, that they please let her know as soon as possible so their feedback could be added to the Board's consideration of the 2018 PWRL budget. As of tonight's meeting, Judith has not received any response from the Westmoreland City Council and no representatives from the Council are present at tonight's meeting.
- As of June 26, 2017, the Westmoreland Mini Library has served 623 patrons this year. The patron attendance during the 16.5 hours each week that the location is currently open averages 35 patrons per week. The other 3 PWRL Mini locations are open for 7-8 hours each week and attendance has averaged as follows: Alta Vista: 38; Harveyville: 16; Olsburg: 54.
- The only week the Westmoreland Mini Library met the required average of 15 patrons per day or 45 patrons per week, as previously stipulated by the PWRL Board in their approval of the terms of the trial expansion of service hours, was the week of June 5-10, 2017. This patron count includes the attendance during the Westmoreland car show and community BBQ held on Saturday, June 10th, and was reached despite the absence of notification in the City of Westmoreland's official advertising of the event that the Library would be open for business.
- The Westmoreland City Clerk was notified in April via e-mail that the library would offer an open house and special Summer Reading Craft sessions for children participating in the annual Summer Reading Program from noon to 4 p.m on the day of the car show and BBQ. This information was subsequently included in PWRL's Summer Reading Calendars that were sent home with all the children at the Westmoreland Elementary School during the assembly provided by library staff at the school on May 3rd. Due to the expanded Saturday hours the PWRL Westmoreland Mini Library was actually open from 9:00 a.m. – 4:00 p.m. on Saturday June 10th. Only five children visited the library that day, and none took advantage of the craft opportunity.
- **2018 LIBRARY BUDGET:** PWRL has received valuation from both Pottawatomie and Wabaunsee County Clerks. It was noted that the Pottawatomie County valuation has increased by \$9,303,906.00, and the Wabaunsee County Valuation increased by \$989,536.00. The population statistics used for preparing the 2018 budget have not yet been released by the Kansas Division of the Budget. Once those figures are available, it will be possible to figure the apportionment between the two counties based on the population and valuation in each county of the PWRL 2018 budget set by the Library Board.
- The 2018 PWRL budget proposal includes minor adjustments in various lines based on actual and projected costs. The rationale for each adjustment is explained in detail in the line narrative budget that accompanied the Board budget packet.
- The majority of the increase for 2018 was recommended for salaries and wages. Because of the relatively low hourly salaries, continuous staff turnover, and great difficulty in recruiting qualified staff, the continued focus on increasing salaries remains at the top of PWRL's priority list.

- Some additional issues for the Board's consideration include an estimated 3% decrease in State Aid Funding and the possibility of the Board approving transfers from the Capital Improvement Fund to offset shortfalls in the library materials line of the PWRL 2018 General Fund Budget.
- Judith presented 6 proposed options for the 2018 PWRL library budget. Option 1 included a 2% salary increase for staff; Option 2 provided for a 1% salary increase for the library staff; Option 3 provided no increase in salary for the library staff; Option 4 provided a 2% salary increase for the library staff, with additional funds earmarked for the staffing of an increase from 7.5 to 22.5 service hours at Westmoreland, per the request of the Westmoreland City Council; Option 5 provided a 1% salary increase for the library staff, with additional funds earmarked for the staffing of an increase from 7.5 to 22.5 service hours at Westmoreland, per the request of the Westmoreland City Council; and Option 6 provided no salary increase for the library staff, with additional funds earmarked for the staffing of an increase from 7.5 to 22.5 service hours at Westmoreland, per the request of the Westmoreland City Council.
- After discussion, Deb McClain-Williams moved that the Board approve the 2018 PWRL Library Budget as amended in Option 5 to include funds for staffing an increase from 7.5 to 15.5 service hours at Westmoreland. The approved 2018 Library Budget includes a General Fund of \$489,143.00 and an Employee Benefit Fund of \$55,503.00 for a total of \$544,646.00, representing a 2.63% increase. Paulette Simecka seconded the motion and the motion carried.
- NEW BUSINESS:
- 2018 NCKL CONTRACT: The cost for the 2018 NCKL Contract will increase by \$193 for a total of \$4,055. Paulette moved to accept the 2018 NCKL contract as presented and allow appropriate officers to sign. Sandie Jensen seconded the motion and the motion carried.
- ONAGA AND ST MARYS LEASE AGREEMENTS:
- John Annon, the owner of the building housing the Onaga Branch Library has agreed to renew the lease for 2018 with no change in terms, including a continued rent amount of \$400/month. Deb McClain-Williams moved that the Board approve the renewal of the Onaga lease and to allow the appropriate officers to sign the lease agreement. Paulette Simecka seconded the motion and the motion carried.
- The St. Marys City Clerk advised Judith that the City of St. Marys, the owner of the building housing the St. Marys Headquarters Library, would consider the rent renewal for 2018 at their City Council meeting, which is also taking place tonight.
- RESOLUTION ON INCREASE: Sandie Jensen moved that the Board approve the resolution on increase for the 2018 Library Budget and allow the appropriate officers to sign. Linda Tessendorf seconded the motion and the motion carried.
- BOARD MEETING DATES FOR 2017: The next Library Board meeting will be held on Tuesday, July 25, 2017 at 5:30 PM at the Alma Branch Library.
- ADJOURNMENT: Linda Tessendorf moved to adjourn the meeting. Deb McClain-Williams seconded the motion and the motion carried. The meeting was adjourned at 6:49 P.M.



Chairman



Secretary